State of Utah, Policy/Planning DTS Transition Committee Charter
Draft 8/9/05

Charter Name:
 DTS Transition Committee- Policy/Planning, IT Planning, Portfolio Management

Sponsor: Stephen Fletcher

Purpose: Develop recommendations for review, and final decision making by the CIO and Transition Team in the following areas:
- IT Planning and Portfolio Management
- Investment Planning and Business Case Development
- Process & Technology Innovation (Research & Development)
- Standards
- Enterprise Architecture
- Security
- Quality Assurance
- Regulatory Compliance

…To meet the following objectives:
- Provide same or better service at the same or lower cost
- Transparent transition to DTS
- Efficient use of DTS resources to enable customers to effectively meet business objectives
- Strengthen Customer Relationships
- Maintain Alignment of DTS and Business Priorities

Membership: Will consist of:
- UDOT- Dave Burton, Chair
- CIO Office- Randy Hughes
- DHS- Debbie Naegle
- DWS- Cindy Schroeder
- DWS- Kent Rimmasch
- DWS- Scott Moffit
- DWS- Steve Cuthbert
- ITS- Bob Wooley
- ITS-Terry Mills
- UDOT- Gary Nelson
- TAX- Neil Hood
- UDOT- Pam Salazar

Formal Sub-Committee: As Needed

Background: Six Transitions Teams have been formed by the CIO's Office to facilitate a smooth transition of IT functions and resources from the agencies to DTS. This Committee is one of those teams.

Authority – Scope of Decision Making: The Team will present recommendations in each of the areas identified in the purpose statement to the Transition Committee and CIO.

Deliverables / Reporting Requirements:

Recommendations in the following:
- New processes and modifications to existing processes
- New policies and modifications to existing policies
- List of current problems, potential problems/risks/impacts, and solutions
- Implementation strategy including prioritized steps, training, resource, and communication needs
- Resource needs
- Performance metrics
- Short and long term priorities

First deliverables by: 10/01/05
Second deliverables will be provided to the CIO's Office by: 11/30/05
Third deliverables will be provided to the CIO's Office by: 7/1/06
Fourth deliverables will be provided to the CIO's Office by: 12/31/06
Ongoing deliverables will continue beyond 12/31/06

Special Provisions: Team Members need to have their agency's support to prioritize the tasks assigned to the team members.

Approach:
1) Identify and recruit a sub-group of existing personnel for committee membership consisting of subject matter experts, stakeholders, and customers
2) Review Statewide, and external best practices, to determine new, or adjustments to, existing processes within policy
3) Identify and review tools and products (internal or acquired) that may provide capability to achieve policy (Possibly RFI)
4) Generate policy and architectural objectives
5) Define and document new/adjusted policy, process, and standards
6) Document base-line cost and performance of existing environment
7) Identify resources required to achieve new/adjusted process (including possibly an RFP)
8) Build and present a business case and recommendation to the CIO (or defined business leader)
9) Finalize policy, procedure, and make necessary acquisitions
10) Communicate new direction to customer and staff then implement new processes using chosen systems
11) Retrain/redeploy to meet requirements
12) Identify and measure operating efficiencies against initial base-line environment for reporting

Tenure: This is a temporary Team, which will disband once the purpose has been fulfilled.